

Tools Available for Employers



The Job Service Workforce Centers have computer software available to assist employers with a variety of human resource functions.

Job Applications

We can personalize a legal job application that includes your business name, address and logo.



Job Descriptions

We can assist you with creating a job description. With over 3,500 job descriptions to choose from, you can select a basic job description and make changes that reflect the employment needs of your business.

Employee Handbooks

If you are willing to dedicate several hours to working with our software program on Employee Handbooks, you can tailor a personalized employee handbook that incorporates policies appropriate for your business. Call your Job Service Workforce Center for assistance.



Interview Questions

One of the most important decisions you make as an employer is hiring the right person for your job opening. We can help you by providing professionally prepared behavior-based questions and suggesting answers based on the characteristics you choose.

Resource Library

The Job Service Workforce Center has gathered a variety of books and videos to help you with your business hiring needs.



Call your Job Service Workforce Center and arrange to check-out these resources.